Risk Pool Program Grant Funds

for Students with Disabilities

Procedures and Instructions

Fiscal Year 2019-2020

Contact for additional information and questions:

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Procedures and Instructions for Risk Pool Program Grant Funds
Table of Contents

The references listed below are information and directions to guide the Public School Unit (PSU) with completing the Risk Pool Program Grant Funds (RPF) application for students with disabilities and submitting updated information throughout the year:

Procedures for Requesting and Reverting Risk Pool Program Funds

Risk Pool Program Grant Funds (RPF) for children with disabilities, ages three (3) to 21, are not intended to replace any existing state, federal or local exceptional children funds.

All **applications must be submitted via the on-line application.** The link for the application is located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu. Paper applications will not be accepted for the 2019-2020 school year. EC Division personnel will review applicant students' supporting documentation in ECATS. If additional information is needed, the PSU EC Director/Coordinator will be contacted.

The student must have attended the first day of school for the current school year prior to submission of an application. Applications are submitted annually and are due **on or before September 30, 2019**. The on-line application provides the EC Division with a date and time stamp of the applications submitted.

The on-line application and update form include signature fields for the EC Director/Coordinator, Finance Officer and Superintendent. See Fiscal Requirements for details.

Basis of Application Approval: Risk Pool Funds are available for a student who was **enrolled in the PSU during the previous year** and meets all the following criteria:
- For 2019-2020, the most current data available is from the data used for the 2018-2019 fiscal year. Therefore, the figures will remain unchanged for the 2019-2020 fiscal year.
    - Dollars per average daily membership (ADM) State average of $6,254.78 and State funded child count amount of $4,464.16 are used to determine eligibility. These two amounts are added, and the **annual special education and/or related service(s) costs for an applicant student must meet or exceed three times $10,718.94 ($32,156.82).**
    - The student's needs must be supported by documentation located in ECATS and applicable items that may be attached to the on-line application.
- The student **meets or exceeds the minimum Risk Pool Grant Funds Rubric** score of eight (8) points.
- If the PSU received Risk Pool Program funds in 2018-2019, form RPF-2, *Risk Pool Program Grant Funds Update Form*, for each student who received funds was submitted to the Exceptional Children Division. These forms were due June 30, 2019.

Approval is based on the documented high cost needs of the applicant student, demonstrated by the criteria described above. All eligible applications will be ranked high to low using the individual student's rubric score. Allocations are made based on available funds, beginning with students who have the higher rubric scores.

Student Ineligibility: A student will be considered ineligible for RPF if any of the following apply to the student and PSU:
- Student does not meet or exceed the minimum Risk Pool Program Rubric Score of eight (8) points.
- Student does not meet or exceed three times the annual per pupil expenditure.
- Student has been funded for five (5) years.
- There is not sufficient documentation to support funding request.
- PSU has not provided documentation demonstrating that necessary interventions, resources and supports have been put in place to address the student's needs.
- Application is submitted after September 30th.
- Received any of the following funds in the current school year in the current PSU:
    - Special State Reserve Funds (PRC 063)
    - Behavioral Support Funds (PRC 029)
    - Out-of-District Funds
    - Group/Foster Home Funds (PRC 060 & 032)
    - Developmental Day Funds (PRC 063)
    - Community Residential Funds (PRC 063)

Maximum Years of Funding: Applications are to be submitted annually. A student may be provided funding for **up to a total of five (5) years** during the student's school career in North Carolina. Although PSUs can apply for RPF for a specific student, there is no guarantee that the application will be funded each year, and funding may not be granted in consecutive years. Allocations are determined by the rubric score *and* the availability of funds.

Funding requests must consider projected and actual costs of personnel benefits, the need for substitute personnel and the student's historical attendance (frequent absences decrease costs of some services). When costs are overestimated, the number of students state-wide who benefit from grant funds decreases, resulting in students who are denied funding due to lack of funds and a high rate of reverted, unused dollars at the close of the fiscal year.

- RPF are student specific grant dollars; therefore, **personnel** whose salaries are funded with RPF can work only with the student who is named in the RPF application. The maximum period of employment for personnel salaries funded via an approved RPF application is the ten (10) calendar months for the PSU receiving the funding. Entry-level salaries noted in the current state salary schedule are to be used when requesting personnel funds. Locally provided benefits and supplements are not fundable expenditures. Policies regarding personnel also apply to contracted persons.

- **Contractor** compensation fund requests are not to exceed the portion of the contractual compensation amount for the services provided to the student named in the application.

- Special circumstances may justify costs being shared between two students if the support person is providing non-instructional duties such as toileting, feeding, etc. for both students in the same location. Each student must be eligible as an individual applicant. If the student sharing a staff member with another student withdraws from the PSU, personnel funded with RPF can no longer be supported with the withdrawn student's funds.

- Group costs or combining student's scores cannot be used as a method to satisfy RPF eligibility parameters.

- Prorating costs for school staff cannot be used in the calculation of the cost of special education services.

- RPF cannot to be used to support special educational methodologies, fund teacher positions (permanent or contracted), create new classes, provide transportation, and/or purchase consumable materials. Costs must show excess in personnel required, assistive technology and specialized equipment, etc.

Equipment requests must include an invoice from the vendor or purchase order that lists items needed and prices; the application will allow for attaching an electronic copy of the invoice or purchase order. An equipment request must be student specific, and it will be verified by EC Division personnel using student information available in ECATS. If additional information is needed, the PSU will be contacted. Consumable supplies are not a fundable expenditure.

Any equipment purchased for a student with RPF must accompany the student if the student transfers to another PSU in North Carolina. If the student moves out of North Carolina, the equipment remains with the PSU.

Approval notification will be provided via a memo to the Exceptional Children Program Director/Coordinator. The memo will state the exact amount allocated and how the allocated funds are to be spent.
- These funds are student specific and can only be used as specified in the approval memo and as described in the original application.

- **Notification of funds to be allocated** will also be sent to the School Allotment Section. Federal funds for PRC 114 will not be available until November at the earliest. The finance officer will receive an allotment revision report indicating the amount approved under PRC 114. PSUs may not spend funds from PRC 114 until the allotment revision report has been received and the PSU has an approved budget in the Budget and Amendment System (BAAS).

Denial of Request: All requests will be reviewed by the Exceptional Children Division. If the request is denied, the PSU will be notified via a memo to the Exceptional Children Program Director/Coordinator indicating the reason for denial.

Amendment of Requests: If amendments are needed in a student's original application or budget, the PSU must send a password protected email to specialgrants@dpi.nc.gov requesting the amendment. If there is a need to reuse or revert funds, the PSU must notify the EC Division by submitting the *Risk Pool Program Grant Funds Update Form.* The PSU will receive a notification of approval or denial of these requests.

Withdrawals or changes in services: The Exceptional Children Division must be notified of any change in the student's status, eligible services, or withdrawal no later than **ten (10) calendar days** after the change by submitting the *Risk Pool Program Grant Funds Update Form*. If the student has withdrawn and additional time is needed due to outstanding invoices for payment of services, an explanation can be provided in the narrative section of the form.

Reverting Funds: Funds are to be reverted any time during the school year when it is known that some or all funds will not be needed. When funds are reverted early, they can be reallocated to benefit a student whose application was previously denied due to lack of funds. Any unused funds must be returned by submitting the *Risk Pool Program Grant Funds Update Form.*

RPF may revert for various reasons. Several examples follow:
- The student approved for funds no longer needs the services designated on the application (e.g. student withdraws, student is placed homebound or student's day has been modified).
- The student no longer needs the level of services specified in the initial application (e.g. 1:1 no longer needed).
- The IEP Team determines the student no longer qualifies for services.
- The student had many absences and a contractor is invoiced only for days the student attend school.
- As a PSU conducts quarterly reviews of expenditures, it is realized that funds will be remaining.

Reuse of Funds: Unless approved by the Exceptional Children Division, funds cannot be used for another student or for a student's application that was not funded due to unavailability of funds (all funds were allocated). Request for reuse of funds for another student with an approved application on file with the EC Division may be made by submitting the *Risk Pool Program Grant Funds Update Form.* The PSU's EC Director/Coordinator will receive a notification of approval or denial for the request.

Validation Visits: The Exceptional Children Division may schedule a validation visit to verify the use of Risk Pool Program Grant Funds.
- PSU selection for visits may be targeted based on risk factors or RPF application requests. Selection may also be random. A visit for validation of Risk Pool Program Funds may be combined with a visit for Special State Reserve Grant Funds.
- Visits are typically scheduled to take place during 3rd and 4th quarter after applications have been received and funds have been allocated.
- The PSU will provide an escort for the visiting EC Division Consultant to assist with traveling to the school(s) where the students are in attendance, checking in at school, introductions of staff, etcetera.
- The visit will include interviews with staff paid with RPF, meeting the students benefitting from the funds, seeing equipment purchased with the funds and how it is in use, and a review of each student's expenditures.
  - PSU will need to provide a copy of an official financial report showing expenditures. If it is determined that funds were not spent as per application approval and RPF parameters, PSU will

receive written notification of any corrective action that will need to be taken, along with due date for submitting corrections.

- o Corrective action may include repayment of funds.
- At the conclusion of the visit, depending on time available, a brief meeting may take place to provide the EC Director /Coordinator general information about the visit.
- The PSU will receive written notification of the closure of the visit when the PSU is compliant or when the corrective action issues are resolved.

<div align="right">Reference II</div>

<div align="center"><h2>Fiscal Requirements for Risk Pool Program Funds</h2></div>

- The on-line application and update form include fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application will be submitting the names of the individuals in these positions, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications

- Risk Pool Program Grant Funds are student specific. The amount provided for the student named in the application must be used for only him/her. Without appropriate approval, funds designated for one student cannot be used for another student's expenses, even when the other student is also a recipient of Risk Pool Program Funds.
    - o Funds may only be used for services described in the original application. Any amendments to the application and budget must be submitted to the EC Division via email to specialgrants@dpi.nc.gov. The PSU will receive a notification of approval or denial of the request.

- Costs for special education and related services must be for direct services to the student named in the application. Funds cannot be used to support other students. Examples:
    - o During the period of time a student is receiving related services funded via RPF, other students cannot participate in the therapy session.
    - o If a personal care assistant is funded via RPF, the assistant cannot serve in the role as a classroom teaching assistant. Furthermore, the assistant cannot serve as a substitute when the student is absent unless paid from a funding source other than RPF.

- Risk Pool Program Grant Funds are not to be used to support special educational methodologies, create new classes, provide transportation, and/or purchase consumable materials. Costs must show excess in personnel required, assistive technology and specialized equipment, etc.

- These funds may not be used to contract for special education and/or related service(s) to serve the child outside the PSU.

- Risk Pool Program Funds cannot be used for reimbursement of past year's expenses.

- Indirect cost(s) cannot be charged to this program.

- The PSU must promptly establish and submit the PRC 114 Risk Pool Program Funds budget in the Budget and Amendment System (BAAS) for all approved services. Funds are not to be spent without an approved BAAS budget.

- State Exceptional Children per student child count funds (PRC 032) and Federal IDEA Part B per student child count funds (PRC 060) received by the PSU for the student will be subtracted from the approved allocation. The expectation is that these funds are to be applied toward a student's expenses prior to the grant funds.

- The *Risk Pool Program Grant Funds Update Form* is required from all PSUs receiving Risk Pool Program Grant Funds to provide a detailed update on the student's status. Failure to submit the *Risk Pool Grant Funds Update Form* may prevent the PSU's participation in Special Project Grant funding for the following year.
  - If a student's status has changed (e.g. the student is no longer enrolled or services are no longer needed), the form is to be submitted no later than ten (10) calendar days after the change.
  - For students who are enrolled through the end of the school year, the update must be submitted on or before June 30th.

- PSUs are encouraged to conduct quarterly reviews of expenditures to monitor funding balances. If it is noted there are unspent funds, these should be reverted or reused early on. When requests for reversions or reuse of funds are submitted too late in the year, other students may not be able to benefit from funds. The last day to submit updates and changes is May 15th of each year.

- All unused and unencumbered funds will revert on June 30th of each year. Although these are federal funds, they do not carry over.

Rubric for Risk Pool Program Funds Allocation

For a student to be eligible for points, services noted in the rubric are to be well documented (e.g. IEP, healthcare plan, FBA/BIP, etc.).

Rubric scores are based on an individual student's needs, not the needs of two or more students combined.

Staff members can be counted in the rubric only one time. Points are not based on a staff member's role or multiple roles but rather the primary position in which he/she is serving.

There may be rare instances when a student requires such a high need of service that two staff persons are required to access the educational program. If this is the case, the needs must be described in the narrative portion of the application and be reflected in the IEP.

> Example 1: A student requires assistance for all activities of daily living, but also has some medical concerns that call for a Certified Nursing Assistant (CNA). The CNA is the only individual serving the student for all areas of need (medical and daily living), so the rubric score would be a three (3).

> Example 2: A student requires a teacher assistant for all activities of daily living but also requires an interpreter. Two individuals are addressing the student's needs; therefore, five (5) points for the interpreter and three (3) points for the teacher assistant would be received.

A minimum of eight (8) total points is required to be eligible for Risk Pool Program Funds.

		Points
1.	Student requires a 1:1 nurse (RN, LPN).	6
2.	Student requires a 1:1 sign language interpreter, transliterator, or a deaf blind intervener.	5
3.	Student requires a Braillist.	4
4.	Student requires 1:1 spoken language facilitator or a personal assistant for **all** activities of daily living skills (dressing, toileting, feeding, communication, socialization, safety, etc.).	3
5.	Student requires 1:1 CNA.	3
6.	Student requires 1:1 personal assistant for behavior support.	2
7.	Student requires two or more related services (OT, PT, SLP, O&M specialist, audiologist).	1
8.	Student requires supplemental aids and/or assistive technology to access educational services.	1
9.	PSU is over the 12.75% cap.	1
10.	Exceptional Children Program does not receive local funds.	1
11.	PSU receives Low Wealth funds or has been identified as being significantly disproportionate (mandatory 15% CEIS).	1

Instructions for Completing the Risk Pool Program Grant Funds Application Form

The Risk Pool Program Grant Funds application is accessed via the EC Division website under the Finance and Grants tab. Select Applications.

When viewing the Risk Pool Program Grant Funds web page, this manual and the links to the on-line application and on-line *Risk Pool Program Grant Update Form* are included. The completed on-line application must be submitted on or before September 30th. Paper copies of the application and update form will no longer be accepted.

A PDF of the application and update form is included at the end of this manual for reference. The PDF will help the user ensure the necessary information is on hand to successfully complete the forms.

The on-line application will not allow the user entering data to return to a previous page; therefore, it will be crucial to enter correct and complete information. If the application is incomplete or data is not correct when it is submitted, the application will not be considered received by the EC Division.

Printing the application summary after it is submitted is recommended. Once the application is summary is closed, the PSU will no longer have access to the summary.

Submitting documents that are not located in ECATS: The PSU will need to attach to the application, if applicable, documents that support a student's needs but are not included with the student's information in ECATS. Two examples are health care plan and FBA/BIP. The following naming convention must be used to save the document prior to upload:

      PSUnumber_PowerSchoolNumber_DocumentName
      Example: 010_5551123_healthcareplan

Materials/Equipment Request: The PSU will need to attach invoice or purchase order from company equipment will be purchased. The following naming convention must be used to save the document prior to upload:

      PSUnumber_PowerSchoolNumber_DocumentName
      Example: 010_5551123_quote

Rubric Scoring: The application will total only the student score based upon the data entered. Points for specific areas of need and PSU points are included in the table on page 6 of this manual for your reference.

As the summary report is viewed, the numerator indicates the number of points the student received. The PSU points are not included in this score. Please note the total points indicated in the denominator is not a total possible score. The design of the on-line form provides a total of all points in this area of the form, and, therefore, is not useable data.

> 8/19

Summary Report Rubric Score is reflected as a fraction

The *Risk Pool Program Grant Funds Update Form* has four specific purposes:
- to revert funds early when the PSU realizes there will be unspent funds,
- to reuse funds within the PSU (request to apply unspent funds toward another RPF eligible student),
- to report a withdrawal of a RPF recipient,
- to provide an update at the end of the year.

When submitting the *Risk Pool Program Grant Funds Update Form*, the user entering information will need to know the amount of funds the student received as per the memo and allotment, how much has been spent on the student's eligible expenses, how much the student will need (if any) to pay for services until the end of the year, and how much money the PSU is reverting or requesting to reuse toward another RPF eligible student.

Submitting updates of withdrawn students: If a student's status has changed (i.e., the student is no longer enrolled or services are no longer needed), the *Risk Pool Program Grant Funds Update Form* is to be submitted no later than ten (10) calendar days after the change.

For students who are enrolled through the end of the school year, the *Risk Pool Program Grant Funds Update Form* must be submitted on or before June 30th.

Certification and signatures: The application and update form include fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application or update form will be submitting the names of the individuals in these roles, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the applications.

Part I. LEA Information

2019-20

Application for Risk Pool Program Funds for Children with Disabilities
Must be submitted on or before September 30, 2019.

Resources:
Risk Pool Procedures and Instructions
Risk Pool Info Page

Questions:
Jamie Davis
Administrative Assistant – Special Programs & Data
NCDPI-Exceptional Children Division
6356 Mail Service Center
Raleigh, NC 27699-6356
919.807.3367
jamie.davis@dpi.nc.gov

Part I. LEA Information

Region Name:

[▾]

LEA Name:

[▾]

EC Director/Coordinator Name:

[   ]

EC Director/Coordinator Email:

[   ]

EC Director/Coordinator Phone:

[   ]

EC Director/Coordinator Fax:

[   ]

Was the 2018-19 End-of-Year update submitted for any students who received Special State Reserve funding?

○ Yes

○ No

○ Not Applicable – LEA did not receive SSR funds during the 2018-2019 school year

Was the 2018-19 End-of-Year update submitted for any students who received Risk Pool funding?

○ Yes

○ No

○ Not Applicable – LEA did not receive RP funds during the 2018-2019 school year

Part II. Child's Information - One Child Per Application

PowerSchool Number: **This number will be used to verify needs and services in the ECATS system. Please ensure that the ID provided is correct.**

[   ]

Did the child receive Risk Pool Program funds last year?

O Yes

O No

Has another funding application been submitted for this child this year? If Yes, list the application submitted.

O [   ] Yes

O No

Part III. Child's Personal Needs

Part III. Child's Personal Needs

Narrative:

How do the child's needs present as atypical, extraordinarily high cost needs? Describe and provide examples of the child's needs and/or behaviors.

[   ]

Part IV: Child's Personal Needs

Services must be included in the IEP or other appropriate supporting documents. 1:1 staff members cannot be shared with other children. Staff members can only be counted once. Points are not based on a staff member's role or multiple roles but rather on the primary position in which he/she is serving. There may be rare instances when a child requires such a high need of service that two staff persons are required to access the educational program. If this is the case, the needs must be described above in Part III - Narrative. The students' ID will serve as the access point to verify IEP services and needs in ECATS. Please ensure that the ID is correct and that needs and services are properly documented in the student record.

	Needs	
	Yes	No
Child requires a 1:1 Nurse (RN,LPN), 1:1 CNA or 1:1 personal assistant for all activities of daily living skills (dressing, toileting, feeding, communication, socialization, safety, spoken language, etc).	O	O
Child requires a 1:1 sign language interpreter, Transliterator, or a Deaf Blind Intervener.	O	O
Child requires 1:1 Personal Assistant for behavior support.	O	O
Child requires 1:1 Braillist	O	O
Child requires two or more related services (OT, PT, SLP, O&M specialist, audiologist).	O	O
Child requires supplemental aids and/or assistive technology to access educational services.	O	O

Which Role of 1:1 Support Personnel does the child require?

O 1:1 Nurse (RN or LPN)
O 1:1 Certified Nursing Assistant
O 1:1 Personal Care Assistant
O 1:1 Spoken Language Facilitator

Part IV: Child's Needs and Services

Are any of the child's needs for which funds are being requested documented outside of the IEP? (Health care plan, FBA/BIP, etc.)

○ Yes
○ No

Does the child have a current Functional Behavior Assessment and a current Behavior Intervention Plan?

○ Yes
○ No

Attach most current Health Care Plan and/or FBA and BIP along with other supporting documentation demonstrating the plans implementation and the child's behavioral needs.

Submitting documents that are not located in ECATS: The PSU will need to attach to the application documents that support a student's needs but are not included with the student's information in ECATS. Two examples are health care plan and FBA/BIP. The following naming convention must be used to save your document prior to upload:

PSUnumber_PowerSchoolNumber_DocumentName

      Example: 010_5551123_healthcareplan

Part V: Child's Supplemental Aides and Assistive Technology Needs

Part V: Child's Supplemental Aides and Assistive Technology Needs - Answer all of the questions listed below. Check appropriate boxes and attach requested documentation.

Are funds for child specific supplemental aids, assistive technology and/or equipment being requested?

Note: Equipment purchased for a child with Risk Pool Funds must follow the child if he/she withdraws and moves to another LEA in North Carolina. Equipment is retained by the LEA if the child moves to another state.

○ Yes
○ No

Are child specific supplemental aids, assistive technology and/or equipment requested included in the IEP or assessments?

○ Yes
○ No

Attach invoice, purchase order or official quote from company equipment will be purchased. Screen shot of catalog page or shopping cart will not suffice as official quote. *Student equipment needs must be met regardless of Risk Pool funding.

(Use the following naming convention to save your document prior to upload - LEAnumber_PowerSchoolNumber_DocumentName - example: 010_5551123_quote)

Part VI: Financial Impact on the LEA

	Yes	No
Is the LEA over the 12.75% cap?	☐	☐
Does the Exceptional Children program receive less than $700.00 Per Child in local funding?	☐	☐
Did the LEA recieve Low Wealth funds or is it identified as being significantly disproportionate (mandatory 15% CEIS)?	☐	☐

Number students currently being served by the LEA that require 1:1 assistance:

Describe the LEA's financial impact resulting from meeting the child's needs:

Part VII: Funds Requested

	Description of Requested Service/Need	Budget Code Associated with the Requested Service/Need	Amount Requested
1			
2			
3			
4			
5			
6			

Note: Total Requested must meet the $32,156.82 minimum to be considered. Total Amount Requested: (do not enter $ sign) = Total of Amount Requested 1-6 above

Provide additional comments or information not included previously (if any).

Part VIII: CERTIFICATION

The RPF-2, Risk Pool Program Funds Update, is required from all LEAs receiving Risk Pool Program Funds to provide a detailed update on the child's status. Failure to submit the RPF-2 will prevent the LEA's participation in Risk Pool Program funding for 2020 – 2021.

·   If a child's status has changed (i.e., the child is no longer enrolled or services are no longer needed), the RPF-2 is to be submitted no later than ten (10) calendar days after the change.

·   For children who are enrolled through the end of the school year, the RPF-2 must be submitted on or before June 30, 2020.

EC DIRECTOR/COORDINATOR

I certify that the services requested in this application are needed to provide appropriate educational and related services for the child named in this application.

Type EC Director/Coordinator name below:

FINANCE OFFICER

I certify that the LEA will notify the Department of Public Instruction, Exceptional Children Division, immediately after it has been determined that funds will not be used as proposed by submitting a completed RPF-2, Risk Pool Program Funds Update. I understand that funds will be reverted to the School Allotment Section at the direction of

the EC Division. It is also understood that on June 30th, all remaining unspent and contractually uncommitted Risk Pool Program Funds will be reverted to the School Allotment Section.

Type Finance Officer name below:

[   ]

SUPERINTENDENT

I certify that this LEA has committed available funds to provide appropriate special education and related services to the child named in the application. Risk Pool Program Funds are not guaranteed, and they are not intended to replace any existing state, federal or local exceptional children funds. If available, these additional funds will be used only for the child named in this application.

Type Superintendent name below:

[   ]

**Applications that are unclear, incomplete and lacking required documents will not be processed.

Part I

2019-20
Risk Pool Funds Update

See "Special State Reserve Funds Procedures and Instructions" for additional information.

Questions:

Jamie Davis

Administrative Assistant – Special Programs & Data

NCDPI-Exceptional Children Division

6356 Mail Service Center

Raleigh, NC 27699-6356

919.807.3367

jamie.davis@dpi.nc.gov

PART I: Public School Unit (PSU) Information

Region Name:

[_____ ▼]

PSU Name:

[_____ ▼]

PowerSchool Student ID:

[_____]

Part II: Financial Update

Part II: Financial Update – **Submit anytime when it is known that some or all of the funds will not be used. By reverting funds during the school year, funds can be reallocated to benefit a child whose application was denied due to lack of funds.**

[0] Funds allocated to child (per approval letter)

0	Child's expenditures (funds utilized)

0	Allocated funds (if any) to remain with the PSU for

the child

0	Balance of funds to be reverted

0	Requesting funds to be transferred to another

eligible Risk Pool applicant

* If reverting or requesting to transfer funds to another student during the school year, check one box below

○ Applicant child is still enrolled but will not use all funds allocated. PSU is reverting the excess funds prior to the end of the fiscal year (no need to complete Part IV). Note the amount to remain with PSU for applicant child's expenses. Also note amount to be reverted.

○ Applicant child is still enrolled but will not use all funds allocated. PSU requests that the excess funds be applied toward the child named below who has an approved RPF application that was denied due to lack of funds. Note funds to be transferred to the child named below as funds to remain with the PSU. The PSU will receive a notification of approval or denial for the request. If approved, the PSU is required to submit form RPF-2 for the additional child on or before June 30th. Enter child's Power School

Number below.

○ Applicant child has withdrawn (also complete Part III) and PSU requests that the Excess funds be applied toward the child named below who has an approved RPF application that was denied due to lack of funds. Note funds to be transferred to the child named below as funds to remain with the PSU. The PSU will receive a notification of approval or denial for the request. If approved, the PSU is required to submit form RPF-2 for the additional child on or before June 30th. Enter child's Power School Number below.

PART III. Child's Update – For children who have withdrawn, the form must be postmarked within ten (10) days of withdrawal. For children enrolled until the end of the year, the form must be submitted on or before June 30th.

Is the child currently enrolled?
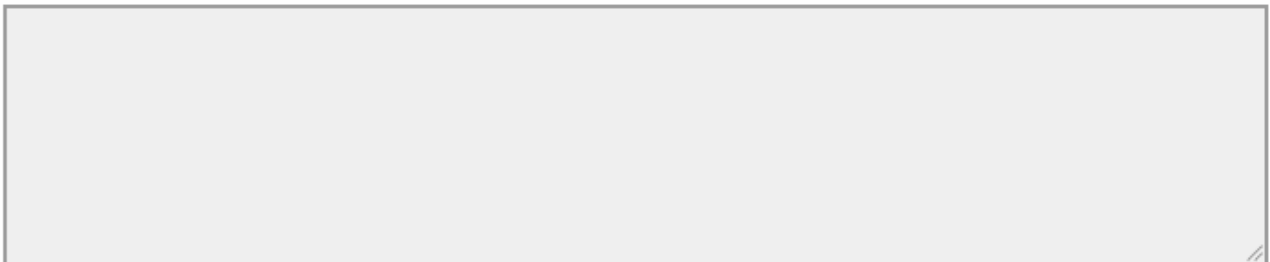
○ Yes
○ No

What is the date of Withdrawal?

Child Update: Provide a detailed description of the status of the child and services provided with Risk Pool Program Funds. Use specific data regarding the child's progress during the school year and include information that demonstrates how Risk Pool Program Funds impacted the child's progress.

1) Will the child require the same level of services next school year?

◯ Yes
◯ No

2) What plans have been made to provide special education and related services for the upcoming school year? Be reminded that grant funds are not guaranteed; it is recommended that grant funding not be a part of these plans.

Part V: Required Signatures

EC Program Director/Coordinator -

Finance Officer -

Superintendent -